

Consulate of the United States of America
Fukuoka, Japan



April 24, 2020

Dear Prospective Offerors:

SUBJECT: Request for Quotations (RFQ) for
BLANKET PURCHASE AGREEMENT, Number 19JA25-20-A-0002
Facility COVID-19 Disinfection Services for U.S. Consulate Fukuoka

U.S. Consulate Fukuoka seeks to enter into a contract with a qualified, responsible, and reliable firm with sufficient knowledge and facilities for Blanket Purchase Agreement for **Facility COVID-19 Disinfection Services for U.S. Consulate Fukuoka.**

Note: As required by U.S. Government's federal acquisition regulation (FAR), prospective offeror shall be registered in the System for Award Management (SAM) database prior to award of a contract. The website link providing additional vendor registration information is: <https://www.sam.gov/portal/SAM/#1#1>.

1. Pre-quotation Conference and Site Visit

a. To provide all the quoters with a uniform explanation of requirements, the U.S. Consulate Fukuoka will hold a pre-quotation conference and site visits on the following date, time, and location

Date and Time: **10:30 a.m., Wednesday April 29, 2020 (local time),**

Location: American Consulate Fukuoka (Ohori 2-5-26, Chuo-ku,
Fukuoka city, 810-0052, Japan)

Note: The U.S. Consulate does not provide parking spaces at the Consulate. All participants must arrange their own parking place.

b. All interested quoters who wish to attend must submit individual name(s), company name/address, telephone/fax numbers, and e-mail address to Ayaka Ogawara at e-mail: OgawaraAX@state.gov by no later than **12:00 noon, Tuesday April 28, 2020** (local time), to arrange entry to the Consulate buildings.

c. Attendee(s) must present an identification (ID) card (e.g. driver's license, passport, etc.) with photo on it when entering the buildings.

d. Photography is NOT ALLOWED within the Consulate building, Residential areas, and grounds and all cameras must be left outside or with the guard at the entrance.

2. Quotations

Quotations must be received by no later than **12:00 noon, Thursday May 7, 2020 (local time)**, to Ayaka Ogawara of U.S. Consulate Fukuoka, via email. No quotations will be accepted after closing date and time.

It is understood that no payment will be made for preparation and submission of your quotation.

Thank you in advance for your interest and your time in participating in the Request for Quotations process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew T. Staples', written in a cursive style.

Andrew T. Staples
Contracting Officer